



**FRANKLIN COUNTY CHILD SUPPORT
ENFORCEMENT AGENCY**
80 E. Fulton Street
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Paralegal
(Bargaining Unit) **PCN:** 085028

DEPARTMENT: Litigation **P.R.:** T9

REPORTS TO: Donna-Marie Gabriele, Paralegal Supervisor

RESPONSIBILITIES: Assess all cases referred for judicial action to establish, enforce and modify paternity and support obligations in local intrastate, and interstate cases to determine what actions should be taken. Assess and/or review cases establishing paternity/support or executing civil enforcement of support orders, both child support and medical insurance. Assess cases for criminal enforcement of support orders to establish and enforce interstate cases and enforcement against employers. Conduct court research of administrative and other records to determine the status of cases referred for judicial actions. Prepare motions, complaints, pleadings, affidavits and other legal documents or actions for review by attorney. Assist in administrative procedures to establish, enforce, and modify paternity and support obligations. Interpret court orders, pleadings, payment records, case narratives, case files, and other documents.

MINIMUM QUALIFICATIONS: Associates degree with coursework emphasis in business administration with two (2) years clerical or office administration experience; or any equivalent combination of training and experience. Paralegal certification is required. Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages.

STARTING SALARY: \$16.61/hour, plus a comprehensive benefits package.
120 Day Probationary Period.

DATE POSTED: Thursday, January 8, 2015

DEADLINE TO APPLY: Thursday, January 22, 2015

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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